

\*AMC-R 700-64

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION  
NO. 700-64

30 MAR 2000

Logistics

INSTALLATION EQUIPMENT MANAGEMENT PROGRAM

The Commander, USAMC Installations and Services Activity,  
ATTN: AMXEN, Rock Island, IL 61299-7190, prohibits local  
supplementation of this regulation without prior approval.

	Paragraph	Page
CHAPTER 1. GENERAL		
Purpose -----	1-1	1-1
Applicability -----	1-2	1-1
Explanation of Terms -----	1-3	1-1
Objective -----	1-4	1-2
Policy -----	1-5	1-2
Responsibilities -----	1-6	1-3
Procedures -----	1-7	1-8
Automated Systems -----	1-8	1-10
CHAPTER 2. TYPICAL ORGANIZATIONAL STRUCTURE AND FUNCTIONS		
Typical Organizational Structure	2-1	2-1
Functions -----	2-2	2-1

---

\*This regulation supersedes AMC-R 700-64, 21 September 1990.

CHAPTER 1

GENERAL

1-1. Purpose. To prescribe policies, responsibilities, and functions pertaining to the U.S. Army Materiel Command (AMC) Installation Equipment Management Program.

1-2. Applicability. This regulation applies to --

a. Headquarters (HQ) AMC, AMC Major Subordinate Commands (MSC), MSC installations/activities/laboratories, and AMC direct-reporting installations/activities.

b. All Installation Equipment (IE) defined in paragraph 1-3a.

c. Government Equipment Management Programs (EMPs) at Government-Owned, Contractor-Operated (GOCO) plants are under Contract Administration. Include the EMP in the property administration program IAW the Federal Acquisition Regulation (FAR) and applicable supplements and Acquisition Instructions.

1-3. Explanation of Terms. The following definitions apply for the purpose of this regulation --

a. IE. The IE includes all equipment requiring authorizations under the installation or activity Tables of Distribution and Allowances (TDA) to include other applicable equipment authorization documents, procurement or acquisition authority. The IE also includes all nonexpendable equipment other than real property, items under test (e.g., prototype and Research and Development (R&D) items), fixed plant communications equipment, and nonappropriated fund property in use by an installation or activity to accomplish or support assigned missions. The IE does not include installed building equipment.

b. Equipment Manager (EM). The individual appointed in writing by the commander or technical director having responsibility for the EMP.

c. Equipment Coordinator. The individual appointed in writing by the commander or technical director of small tenant activities who serves as the focal point between the installation EM and the tenant. Also, the individual appointed in writing by a parent unit for each subordinate element not collocated with that unit.

d. EMP. The overall program which promotes effective management of all IE including authorization, acquisition, utilization, modernization, maintenance, redistribution, and turn in of excess equipment.

e. Safe and Serviceable Condition. To maintain IE in an operating and physical condition necessary to ensure safe, dependable, and economical equipment operation.

f. Project Manager (PM). The individual assigned responsibility for management, planning, coordination, and evaluation of the design, development, testing, and deployment of specific projects. The PM has the responsibility for integrating all required developmental efforts that are necessary for the successful completion of the scheduled project. The PM's responsibilities ensure that the needs of the using units receive proper definition and satisfaction.

1-4. Objective. To integrate the functional logistical areas of equipment authorization, equipment acquisition, supply accountability, maintenance management, and equipment utilization to the maximum extent possible.

1-5. Policy. a. Emphasize the overall EMP at each level of command and within each installation, activity, and laboratory to achieve optimum control of all IE. Assign control and responsibility to the EM.

b. Manage maintenance and repair of IE to efficiently and effectively maintain IE in a fully mission capable condition.

c. The EMPs will be a matter of command review during related staff visits.

d. Appoint either the Property Administrator (PA) or a member of the PA's staff as the EM for GOCO activities. Support any deviation from this requirement by submitting written justification through command channels to: Commander, USAMC Installations and Services Activity, ATTN: AMXEN-L, Rock Island, IL 61299-7190. The Federal Acquisition Regulation, part 45.5, contains equipment management procedures for GOCO activities (i.e., accountability, maintenance, and usage).

e. Installations with base operation contracts will have the EM or equipment coordinator as a member of the Contracting Officer's staff. This will provide sufficient authority over the contractor to ensure accomplishment of EMP requirements.

f. Facility Use Contracts and Fixed Price Contracts will have equipment requirements verified prior to inclusion in the contract. Review will be during post-award of the new contract.

1-6. Responsibilities. a. The Commander, USAMC Installations and Services Activity (AMC I&SA), will --

(1) Provide policy, guidance, and assistance to all AMC subordinates as listed in paragraph 1-2.a. in order to assure full implementation of the EMP.

(2) Perform Command Equipment Management Program Reviews (CEMPR), Administrative Transport Management Surveys, and Equipment Survey Program (ESP) reviews IAW AMC-R 700-3, AMC Installation Logistics Assistance Review Program and technical studies directed by HQ AMC. This also satisfies the Department of the Army (DA) requirement for the ESP IAW AR 570-7, Equipment Survey Program.

b. The Commander of each AMC MSC will --

(1) Appoint a full time Command EM with sufficient authority and adequate resources to carry out an effective command wide EMP for all IE. Do not appoint a separate EM for Director of Public Works equipment.

(2) Ensure implementation of the EMP, defined in this regulation, within his/her subordinate installations, activities, and laboratories, including the appointment of qualified EMs.

c. The MSC EM will exercise staff oversight over the EMPs of the MSC and the subordinate installations, activities, or laboratories to --

(1) Develop and promote a program for effective equipment management.

(2) Develop and establish MSC policy guidance through interpretation and implementation of directives and regulations from higher authority.

(3) Serve as the control point and provide MSC direction to accomplish the functional portion of the program.

(4) Ensure the development and implementation of orderly equipment requirement or replacement programs.

(5) Review and analyze EMPs on a continuous and systematic basis.

(6) Ensure application of advanced technology in the operation, maintenance, and replacement of IE.

(7) Ensure validity of equipment for retention of IE not meeting usage criteria. Promote pooling of intermittent and multiuser items and prompt reporting of excess.

(8) Ensure managerial and physical consolidation of equipment maintenance activities (including machine shops, allied trade shops, and model shops) to the maximum practicable extent, and coordinate facility requirements.

(9) Ensure maintenance of all IE in a fully mission capable condition, whether accomplishing in-house, by maintenance agreement, or by maintenance contract.

(10) Review and approve recommended changes of approved Equipment Utilization Management Plans (EUMPs).

d. Each commander, director, and chief of an installation, activity, or laboratory will --

(1) Implement the total EMP described in paragraph 1-3d.

(2) Appoint a qualified individual in writing as the EM, who will serve as the principal adviser to the commander/technical director, or equivalent, on all matters relating to the EMP.

(3) Provide the EM with the authority, organization, and resources to develop, implement, and control an effective EMP.

(4) Appoint an equipment coordinator in writing (if small tenant activity receiving support from the host installation or subordinate element not collocated with parent unit) to coordinate all equipment management functions between the installation EM and tenant activity to assure authorized acquisitions and Hand Receipt (HR) accuracy.

(5) At the host commander's option, tenant activities may receive property on HRs from the Property Book Officer (PBO) of an installation having a centralized mechanized account, when provided for in support agreements.

(6) Ensure that PMS for research, development, test, and evaluation projects provide the EM a copy of equipment lists for each project, by project number, for verification of equipment on requisition, accountability, and utilization monitoring.

e. The EM of each installation, activity, and laboratory will --

(1) Develop and carry out an effective EMP according to this directive.

(2) Serve as the central point and provide staff direction to accomplish EMP requirements.

(3) Develop an EUMP IAW AR 71-32, Force Development and Documentation-Consolidated Policies, obtain approval of the EUMP from AMC I&SA, and execute the plan.

(4) Ensure proper authorization of all IE, to include commander's approval authority; maintenance of current equipment authorizations, and accomplish the annual reconciliation of the Property Book (PB) and all authorization documents required by AR 710-2, Supply Policy Below the Wholesale Level.

(5) Establish and execute a program for the judicious acquisition, usage, and replacement of equipment.

(6) Establish and control a consolidated IE PB for each parent unit identification code required by AR 710-2 and ensure accounting of IE per pertinent regulations.

(7) Maintain complete and current records to provide data for management purposes. Ensure equipment records are IAW applicable regulations, and are readily available for review.

(8) Inspect and inventory newly acquired IE prior to acceptance.

(9) Ensure validity of justification for retention of equipment not requiring utilization data collection, i.e., emergency equipment, IAW AR 71-32 and approved EUMP.

(10) Perform walk through usage reviews IAW AR 71-32 and approved EUMP.

(11) Review quarterly usage reports; rotate equipment when required. Ensure a valid requirement still exists for equipment not meeting quarterly usage standards. Promote pooling of intermittent and multiuser items, and use of administrative storage outlined in AR 71-32 and AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations to ascertain if retention is justifiable, and prompt reporting of excess IAW AMC-R 755-9, Redistribution and Acquisition of Excess Installation Equipment.

(12) Ensure PMS provide copies of equipment lists for projects for authorization, requisition processing, accountability, and utilization monitoring.

(13) Ensure managerial and physical consolidation of equipment support maintenance activities (including machine shops, allied trade shops, and model shops) to the maximum extent practicable, and coordinate facility requirements.

(14) Ensure accomplishment of Preventive Maintenance (PM) on a predetermined schedule within established standards.

(15) Ensure establishment of Standing Operating Procedures (SOPs) for support maintenance operations to include determination of repair eligibility, items requiring PM, maintenance repair standards, safety practices, safety testing of equipment, and stocking repair parts. Telephonically request all waivers to exceed maintenance expenditure limits from AMC I&SA, ATTN: AMXEN-L, DSN 793-8361, IAW AR 750-1, Chapter 4, paragraph 4-5d.

(16) Implement work measurement standards and maintenance performance measures for maintenance and other applicable operations.

(17) Establish toolroom and execute toolroom procedures IAW DA PAM 710-2-1, Using Unit Supply System (Manual Procedures).

(18) Inform the calibration coordinator of Test, Measurement, and Diagnostic Equipment (TMDE) declared excess by the user, and report all deficiencies observed during walk-through inspections or other evaluations.

(19) Establish an equipment pool for intermittent and multiuser items as needed for the purpose of improved usage and reduced inventories.

(20) Review and analyze EMP on a continuous and systematic basis.



(21) Review all requests for new or replacement IE prior to acquisition. Review includes appropriate authorization, suitability of item requested, and compliance with subparagraph (24) below.

(22) Review and analyze, in coordination with the calibration coordinator, all requests for new or replacement TMDE to verify there is a valid requirement prior to acquisition. The calibration coordinator will determine requirement and availability of calibration support (internal or external) and advise the EM accordingly.

(23) Ensure maximum use of excess source of supply, redistribution, and temporary loans prior to placing IE requirements on the supply system for procurement.

(24) Maintain current publications applicable to the management of equipment (AR, AMC-R, TM, TB, SB, etc.).

(25) Review all utility rail operations and maintenance for proper execution, documentation, and scheduling.

#### 1-7. Procedure.

a. Equipment Pool. The EM of each installation, activity, and laboratory will --

(1) Review on hand IE to determine better management and utilization of equipment through pooling, i.e., determine if resources are available to manage an equipment pool within their installation, activity, or laboratory.

(2) Establish an equipment pool for multiuser items. The pool should include, as a minimum, items underutilized, or used infrequently by individual users.

(3) Sign a HR from the PB for items maintained in equipment pools. The individual appointed to manage the equipment pool should sign the HR. He or she will have control and visibility of pooled equipment. The EM should maintain a current list of all pooled equipment (to include subpools).

(4) Appoint an individual to manage each equipment pool.

(5) Monitor utilization through equipment management walk-through reviews for equipment not identified in AR 71-32, Appendix F or for equipment identified in an approved EUMP.

b. Equipment pool operations will include, as a minimum --

(1) A complete and current inventory of pool items documenting accountability of equipment on hand and issued.

(2) A location in a secured area with limited access providing space for --

(a) Shelves or cabinets marked with the proper location for the pool items, allowing use of a locator system.

(b) A locator system consisting of a visible index file with DA Form 3318, Record of Demands, or automated version thereof, established for each item in the equipment pool. The records will indicate the location of the equipment, nomenclature, stock number, and frequency of use and user.

(3) A checkout system, either manual or automated, to provide demand data and meet the requirements of subhand receipting per AR 710-2.

(4) Establish a specific loan period, (i.e., 30 days, 45 days), then return equipment to the pool. (Allow extensions for unusual circumstances). Process equipment required for over 90 days through normal channels.

(5) Utilization of these items will be addressed in the installation EUMP. Review equipment usage annually to identify excess items. (There may be some instances for submitting, to the EM, written justification for retention of equipment not meeting the usage criteria.)

(6) Establish a procedure to preclude unnecessary calibration of equipment. Label pool equipment requiring calibration "Calibrate Before Use". A minimum number of items will have current calibration for immediate use.

(7) A procedure to ensure accomplishment of an annual inventory of the equipment pool and providing results to the PBO for updating the HR.

(8) Publish, update, and circulate a catalog of equipment pool items to all HR holders at least quarterly.

(9) A procedure for screening the equipment pool for items on requisition before submitting the requisition to the supply system.

1-8. Automated Systems. Defense Property Accountability System (DPAS) and Facilities and Equipment Maintenance System (FEM).

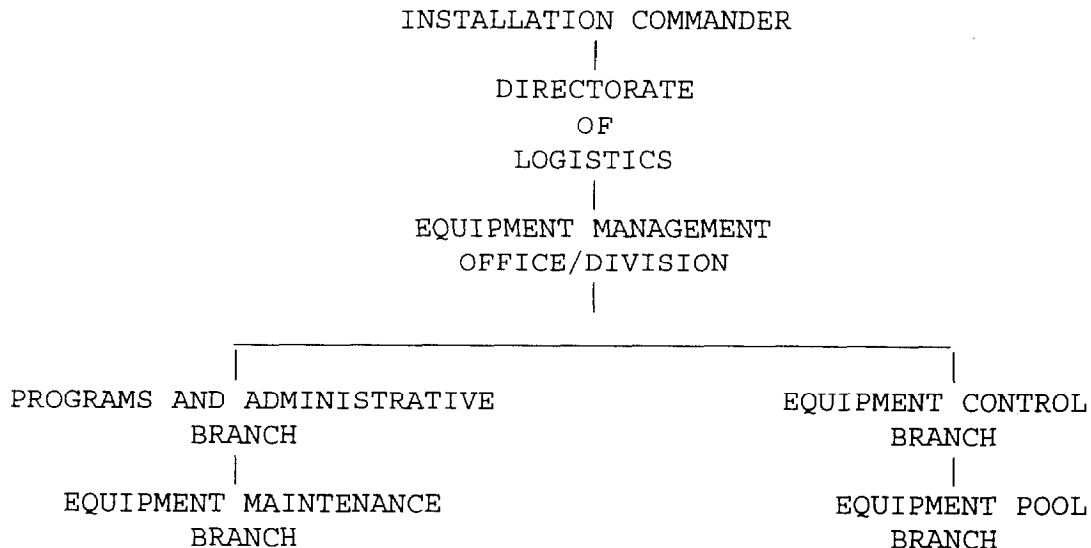
a. The DPAS is the standard Department of Defense automated property accountability system for all AMC TDA installations, activities, and laboratories. The DPAS provides for effective management of all IE, to include catalog, property accountability, hand receipts, authorization, maintenance, utilization, and capital asset accounting.

b. The AMC maintenance depots use the FEM to manage maintenance and utilization of their equipment.

## CHAPTER 2

### TYPICAL ORGANIZATIONAL STRUCTURE AND FUNCTIONS

2-1. Typical Organizational Structure. We designed the following suggested organizational structure to optimize equipment management at AMC installations, activities, and laboratories. You may reduce, combine, or expand the sub-elements of the organization consistent with requirements. As a minimum, the EM must have the authority to assure the functional responsibilities of this regulation are met.



#### 2-2. Functions.

##### a. Equipment Management Office/Division.

(1) Performs management and control of IE, including equipment authorization, acquisition, accounting, usage, redistribution, modernization, maintenance, and disposal.

(2) Performs organization and support maintenance on all IE. Provides support maintenance to satellite organizations. Coordinates the operations of IE. Advises installation/activity/laboratory commander on all matters relative to IE.

(3) Provides administrative motor transportation services for movement of personnel, supplies, and equipment. Administers the Commercial Driver's License and Locomotive Certification programs for all installation personnel.

b. Chief, Equipment Management Office/Division.

(1) Supervises and controls the management and maintenance of IE, including planning, authorization, accounting acquisition, use, production control, redistribution, reporting and administrative control.

(2) Directs implementation of command policies related to equipment inventories, use, allowance, assignment, and frequency and extent of required maintenance and services.

(3) Directs development, implementation, and administration of capital equipment replacement programs through systematic analysis of equipment usage, productivity requirements, and related factors.

(4) Directs studies relative to equipment design, layout, and usage.

(5) Advises the commander in all matters related to the installation EMP.

(6) Supervises the establishment of SOPs and coordinates the development of work measurement and maintenance standards for support maintenance.

c. Programs and Administrative Branch.

(1) Provides administrative and management support to activities involved in maintenance and management of IE. Plans, collects, coordinates, and develops management data for preparation of budget estimates.

(2) Analyzes and coordinates systems or computer management programs related to equipment maintenance and control.

(3) Prepares technical cost estimates of nonroutine workorder requests on repair, modification, fabrication, installation or removal of production equipment, and complies progress reports.

(4) Develops and disseminates user maintenance instructions and provides technical assistance to maintenance personnel in the repair of complex equipment.

(5) Provides office services for the division, including distribution of publications, office supplies, and equipment; receipt, preparation, and dispatch of correspondence; consolidation of organizational requests; maintenance of personnel records and operating files; implementation of personnel training programs; and development and application of policies and procedures.

(6) Maintains library of regulations, technical publications, trade journals, and market reports.

d. Equipment Control Branch.

(1) Manages and controls IE requirements programs, including authorization, acquisition, accounting use, and distribution of equipment.

(2) Coordinates with installation elements in the installation, removal, or relocation of production, ammunition peculiar, laboratory, or other equipment. Serves as central activity for collecting, editing, evaluating, coordinating, and reporting of assets, usage, maintenance, and other equipment data.

(3) Administers and coordinates quality control checks, including inspection, technical inspection of work in process, and final inspections of equipment. Administers and controls equipment acquisition and use programs and develops equipment replacement needs.

(4) Maintains detailed historical and operation records on IE, including logbooks. Maintains centralized PB of all in-use nonexpendable property, schedules inventory of PB accounts, and maintains records.

(5) Receives, reviews, and compares excess equipment listings with IE requirements, performs onsite inspections of excess equipment, and coordinates with other activities on equipment acquisition and disposal.

(6) Reviews all equipment requests for validity of authorization and determination of the most economical source of supply. Reviews authorization requests to validate the need for completeness and adequacy of justifications.

(7) Processes DA-controlled items to higher headquarters and prepares local commander's authorization documents for noncontrolled items. Prepares TDA equipment section updates, upon receipt of higher headquarters approval of authorization.

(8) Supervises and administers the utility rail operations exercising control over day-to-day operations for trains and car assignment. Prepares and submits required rail reports.

(9) Maintains internal rail records, to include, but not limited to car location, car and motive power maintenance records, publications relating to maintenance and operations and SOPs. Implements a rail safety program. Ensures the reporting of accurate locomotive hours for the Army Oil Analysis Program (AOAP).

e. Equipment Maintenance Branch.

(1) Performs scheduled and unscheduled organization and support maintenance on all IE. Performs cleaning, sanitizing, and repair services for safety and protective equipment. Performs onsite repair of equipment in use. Operates diagnostic lines to evaluate the operational condition of equipment.

(2) Ensures the implementation of the AOAP on all components enrolled in the program as specified in DA Pam 738-750. Coordinates work schedules with other activities to minimize downtime of equipment.

(a) Services, charges, and maintains batteries for all operating elements. Repairs tires and tubes.

(b) Establishes and maintains shop repair parts stock levels and inventory.

(3) Performs scheduled and unscheduled maintenance and periodic inspections of production equipment and machinery. Ensures maintenance of equipment in a safe and serviceable condition.

(4) Determines contractual requirements for repair of IE beyond the maintenance capability of the installation shops.

f. Equipment Pool Branch.

(1) Supervises and administers operation of the IE pools. Performs equipment pool administrative functions, including maintenance of operating file, and preparation of reports. Validates requirements for electronic equipment, Nontactical Vehicles (NTV), materials handling equipment, and commercial construction equipment, and makes appropriate recommendations for acquisition or disposition.

(2) Provides motor transportation for movement of personnel, supplies, and equipment. Trains, physically evaluates, tests, and issues licenses to drivers and equipment operators. Maintains qualification records of drivers and operators and issues, renews, and revokes operator's permits.

(3) Maintains operational and maintenance records pertinent to NTV. Develops and analyzes costs and statistical data on vehicle usage. Monitors development of vehicle operating rules for dissemination to all operators and users; ensures compliance with safety practices.



(4) Exercises control over day-to-day assignment and operation of vehicles and related equipment assigned to the equipment pool, including aircraft, internal rail, and watercraft.

(a) Receives and evaluates requests and assigns vehicles. Operates central transmitting and receiving station to control radio dispatch units. Schedules vehicles and operators for regularly assigned trips, issues trip tickets, and maintains dispatch records.

(b) Maintains records of pool equipment use based on standards and criteria established for selected categories of equipment.

(c) Supervises driver maintenance, and arranges for other type maintenance performed in commercial or in-service maintenance support shops.

(d) Manages equipment subpools.

AMC-R 700-64

The proponent of this regulation is the United States Army Materiel Command Installations and Services Activity (AMC I&SA). We invite users to send comments and suggested Improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to the Commander, AMC I&SA, ATTN: AMXEN-L, Rock Island, IL 61299-7190.

FOR THE COMMANDER:

CHARLES S. MAHAN, JR.  
Major General, USA  
Chief of Staff

CAROLYN GEBRE  
Acting Chief, Printing and  
Publications Branch

DISTRIBUTION:  
Initial Distr H (43)  
Major Subordinate Commands (2ea)  
Separate Reporting Activities (SRA) (2 ea)  
Project Managers (2 ea)  
Major Subordinate Commands (4 ea)  
AMC I&SA/AMXEN (50)